

The ***Presenter's*** Cheat Sheet For the ICN Classroom

Teachers/Presenters

The lavalier microphone is only for use in the classroom being used as the origination site.

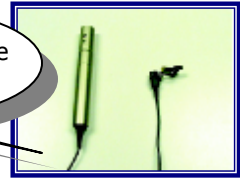
- ⚡ Once plugged in, the lavalier microphone is OPEN and does not mute!
- ⚡ It is very sensitive and will pick up sounds several feet away.
- ⚡ Each classroom has control of the volume on the incoming audio (position '5' is normal).

Some presenters prefer the push-to-talk microphone, since it's only open when the button is pushed.



Plug the
microphone in
here.

This is a lavalier
microphone!



Watch What You Wear!

Wear solid neutral colors.
Not everything looks good on camera!

Avoid wearing:

- ⚡ Stripes (cause colors to strobe)
- ⚡ The color red (bleeds on the screen)
- ⚡ Solid white (too reflective)
- ⚡ Material with sheen

Stripes are out!



"P's and Q's" for Presenters and Participants

- ⚡ Face the camera when talking
- ⚡ Press the lever to activate the microphone
- ⚡ Pause briefly before you talk
- ⚡ Identify yourself before you talk for the first time
- ⚡ Speak in a normal voice 12 to 18 inches away from the microphone
- ⚡ No need to talk louder
- ⚡ Make sure you talk clearly



Iowa Communications Network
Enhanced Services to Benefit Iowans™
<http://www.icn.iowa.gov>